

INCIDENT RESPONSE PLANNING: STAFF ASSESSMENT MATRIX

Name:

Program:

		SELF RANK	SUPERVISOR RANK
	Communications		
1	Phone triaging: Stay calm; make decisions about call routing	0 1 2 3	0 1 2 3
2	Interviewing skills: Elicit information from individuals; discuss sensitive topics	0 1 2 3	0 1 2 3
3	Public speaking: Risk communication	0 1 2 3	0 1 2 3
4	Crowd control: Greeter, organizer, calming influence	0 1 2 3	0 1 2 3
5	Translation / Interpretation skills: Language/s	0 1 2 3	0 1 2 3
6	Writing press releases and reports	0 1 2 3	0 1 2 3
7	Counseling skills: Working with distressed members of the public	0 1 2 3	0 1 2 3
8	Formatting educational posters/fliers	0 1 2 3	0 1 2 3
9	Writing educational posters / fliers	0 1 2 3	0 1 2 3
10	Health educator / teacher	0 1 2 3	0 1 2 3
	Clerical		
11	Word processing / keyboarding	0 1 2 3	0 1 2 3
12	Setting up templates for spreadsheets, interval forms, etc.	0 1 2 3	0 1 2 3
13	Data entry	0 1 2 3	0 1 2 3
	Clinical		
14	Medical history / interview	0 1 2 3	0 1 2 3
15	Physical exam / assessment	0 1 2 3	0 1 2 3
16	CPR / first aid	0 1 2 3	0 1 2 3
17	Injections for children	0 1 2 3	0 1 2 3
18	Injections for adults	0 1 2 3	0 1 2 3
19	Venipuncture of children	0 1 2 3	0 1 2 3
20	Venipuncture for adults	0 1 2 3	0 1 2 3
	Administrative / Logistical		
21	Supplies procurement	0 1 2 3	0 1 2 3
22	Recruitment	0 1 2 3	0 1 2 3
23	Set-up clinic	0 1 2 3	0 1 2 3
24	Surveillance/Evaluation	0 1 2 3	0 1 2 3
25	Statistical analysis	0 1 2 3	0 1 2 3